

## Technical Training Assistant

### **PEACE CORPS PERU VACANCY ANNOUNCEMENT**

**POSITION:**                    **Technical Training Assistant**  
FSN Grade/step equivalent 6/1 – Approx. Gross monthly payment  
S/. 4,081.92

**OPEN TO:**                    All interested candidates with **Peruvian residency/ work permit**  
(This is mandatory, no exceptions)

**OPENING DATE:**        February 11, 2015

**CLOSING DATE:**        February 26, 2015

Interested and qualified candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco – Lima, or to the email: **recursoshumanos@peacecorps.gov**, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

**Peace Corps Peru** is looking for three Technical Training Assistants (TTAs); including two, 7-month positions and one 3.5-month position as follows:

**Position #1** (seven months, approximately April 13<sup>th</sup> – November 13<sup>th</sup>): for Water, Sanitation & Hygiene and Community Health programs  
**Position #2** (seven months, approximately April 13<sup>th</sup> – November 13<sup>th</sup>): for Community Economic Development and Youth Development programs  
**Position #3** (3.5 months, approximately April 13<sup>th</sup> – July 31<sup>st</sup>): for Community-based Environmental Management program

These positions are based in Peace Corps' Training Center in Chaclacayo, outside of Lima. Transportation to and from the Training Center is provided from the main office in Surco.

**Functions:** The Technical Training Assistant, under the supervision of the Program and Training Specialist (PTS), assists the PTS with logistics and the organizational part of the technical pre-service training program, including keeping track of and recording results of Trainee progress throughout the assessment process. Working with PTS and the Master Trainer, the Technical Training Assistant coordinates logistics for technical sessions, field based activities, and with Peace Corps Volunteers who help in pre-service training. This person would also help prepare materials and provide Trainees with manuals and other resources, give support in the planning and implementation of sessions and activities when needed, and participate in training staff meetings.

**Qualifications:**

- Post-secondary studies in education or a discipline related to one or more of the five programs listed above
- Experience working in Peru in rural, semi-urban and urban areas and with local institutions
- Familiarity with the Peruvian school system, and organizations working in Peru
- Experience in organizing and managing groups
- Familiarity with non-formal education methods
- Excellent organizational skills
- Spanish as native language and intermediate level English

**RESPONSIBILITIES**

- Assist in the planning and implementation of sessions and training activities and in facilitating some sessions
- Coordinate logistics for guest speakers, Volunteers who help with pre-service training, and field trips
- Help prepare materials and set-up for sessions and activities of the project-specific training
- Assist in monitoring trainee progress and files for the project-specific training assessment process

**Safety and Security**

Identifies and immediately communicates Trainee and/or Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD).

**Participates in the design and implementation of the Emergency Action Plan (EAP).**

Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.